



JOB ANNOUNCEMENT

(Please Post)

Legal Secretary – Redwood Regional Office (Eureka, CA)

Position: Legal Secretary

To Apply: Send résumé, cover letter, and three references to:

Lynn Martinez, Managing Attorney
Legal Services of Northern California-Redwood Regional Office
123 3rd Street
Eureka, CA 95501

Application Deadline: March 6, 2018

Start Date: March 16, 2018

Program Description:

Founded in 1956, Legal Services of Northern California (LSNC) provides high quality civil legal assistance to low income, elderly and disabled people in 23 northern California counties. The Redwood Regional Office serves Humboldt and Del Norte counties.

RESPONSIBILITIES:

Under the supervision of the Managing Attorney and Office Manager, the Legal Secretary performs a variety of complex legal secretarial, clerical, and routine administrative duties in direct support of professional staff.

Duties:

1. Edit and prepare general and legal documents in conformance with applicable court rules;
2. Transcribe voice recordings, including but not limited to hearings and dictation.
3. With attorney supervision, research, prepare and file legal documents with courts and other agencies.
4. Monitor legal timelines, calendar court matters, and maintain master calendar and tickler system.
5. Schedule depositions, prepare witness subpoenas, and serve a variety of legal documents.
6. Prepare and independently compose correspondence and memoranda for professional staff.
7. Maintain litigation and discovery files, chronological files and administrative files.
8. Maintain data base system, perform data entry and retrieval, and develop reports as needed.
9. Assist in preparing grant applications and appropriate periodic reports.
10. Pick up, open and distribute mail.
11. Maintain law library.

Redwood Regional Office:
123 Third Street
Eureka, CA 95502
P: 707.445.0866
Toll Free: 800.972.0002
F: 707.445.0935
www.lsn.net

12. Reception duties, including welcoming clients, screening and scheduling appointments.
13. Attend appropriate training sessions, seminars and staff meetings.
15. Serve on LSNC committees, where appropriate.
16. Assist in supervision and training of volunteers and staff on appropriate non-legal issues.
17. Perform additional duties as assigned consistent with qualifications.

KNOWLEDGE:

Must have knowledge of legal terminology, community resources, general office procedures, basic bookkeeping principles, operation of office machines (computer, word processor, calculator, postage, copier, and telephone), Microsoft products (Word, Access, Excel), and Judicial Council Form programs.

SKILLS:

General Abilities: Good organizational skills; communicate and interact effectively with the public, agencies and employees; maintain confidentiality and use discretion and tact; work independently in the absence of specific instruction, and use good judgment to make decisions appropriate to responsibilities. Learn and operate new computer programs; accurately type (certificate required for 65 w.p.m.); independently compose correspondence and write reports using correct English, spelling, grammar and punctuation. Must have good attention to detail in all work performed, and see work through to its logical conclusion; good telephone voice and manners, and good proofreading skills. Must be able to work under pressure, and relate to our client and legal communities. Bilingual in English and another language commonly spoken by our client communities desired, but not required. Experience or interest in working with low income people, people with disabilities and older adults.

Legal Abilities: Review legal documents and identify inaccuracies or omissions; prepare Judicial Council forms, properly draft basic documents required by statutes and rules of court, including tables of contents and authorities; be familiar with all phases of California court procedures, including venue, jurisdiction, pleadings, motions, appeals and the proper means and forms for submitting matters to the court system. As necessary, instruct other support staff on proper court filing procedure and service of process. Familiarity with administrative and federal court systems desired, but not required.

EXPERIENCE/EDUCATION:

Minimum of two years prior legal secretary experience or completion of qualifying legal secretary or legal assistant course, plus one year legal secretary experience. Litigation experience highly desirable.

SALARY: \$2,205 – 3,099 per month DOE

BENEFITS: Legal Services of Northern California offers an excellent fringe benefit plan.

PROBATIONARY PERIOD: 6 months

LSNC PROVIDES A BILINGUAL BONUS FOR EMPLOYEES WHO ARE PROFICIENT IN SPEAKING A SECOND LANGUAGE, OTHER THAN ENGLISH, COMMONLY SPOKEN BY CLIENTS WHEN THE SECOND LANGUAGE IS USED ON THE JOB FOR WHICH THE PERSON IS EMPLOYED.

LSNC IS AN EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER AND ENCOURAGES WOMEN, PEOPLE OF COLOR, PEOPLE WITH DISABILITIES, OLDER PEOPLE AND LESBIAN, GAY, BISEXUAL, AND TRANSGENDER PEOPLE TO APPLY.